



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: OUSD(C) Purchase Card Memorandum Number 5 -
Accommodation Checks, Contracting Information Letter (CIL) 98-17

1. The purpose of this CIL is to forward guidance on establishing and using accommodation checking accounts.
2. There are two types of accommodation checks available - VISA checks and FedSelect. FedSelect uses a microcomputer-based system for issuing checks and charges the issuing activity daily via the Government On-Line Accounting Link System (GOALS). We do not advise using FedSelect at this time since the Defense Finance and Accounting Service (DFAS) currently does not have automation/systems in place to use FedSelect.
3. When setting up an I.M.P.A.C. VISA check account, select pricing option 1 (a one time charge of 1.5 percent of the face amount of each check) over option 2 (file turn basis). Option 2 is based on average Army file turn (currently 50 days from the billing date). Option 2 is for Agencies that pay daily/weekly.
4. Subsequent to receipt of the enclosed policy and procedures, the dollar limit for check amounts was raised from the current \$1,000 to \$2,500. Army installations may use the new limit prior to revision of the OUSD(C) policies and procedures.
5. For additional information, contact Mrs. Pat Boterweg, DSN 367-5486 or commercial (404) 464-5486 or Ms. Raelene Wilson, DSN 367-5319 or commercial (404) 464-5319.

Encl
as

CHARLES J. GUTA
Colonel, AC
Chief, Contracting Division
Principal Assistant Responsible
For Contracting

AFLG-PR

SUBJECT: OUSD(C) Purchase Card Memorandum Number 5 -
Accommodation Checks, Contracting Information ~~Lottaw~~ (CIL) 90 17

DISTRIBUTION:

COMMANDERS,

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XVIII ABN CORPS AND FORT BRAGG, ATTN: AFZA-DC
FORT RILEY, ATTN: AFZN-RM
FORT RILEY, ATTN: AFZN-DOC
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3D INFANTRY DIVISION (MECH) AND FORT STEWART, ATTN: AFZP-DC
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NATIONAL TRAINING CENTER AND FORT IRWIN, ATTN: AFZJ-RM,
NATIONAL TRAINING CENTER AND FORT IRWIN, ATTN: AFZJ-DC
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ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC
U.S. ARMY RESERVE COMMAND, ATTN: AFRC-COF
U.S. ARMY RESERVE COMMAND, ATTN: AFRC-LGL-L
FORT MCCOY, ATTN: AFRC-FM-DC
FORT DEVENS, ATTN: AFRC-FMD-DOC
FORT DIX, ATTN: AFZT-DOC

FEB 26 1998



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

REPLY TO
ATTENTION OF

SARD-PI

19 FEB 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: OUSD(C) Purchase Card Memorandum Number 5 -
Accommodation Checks

The enclosed Deputy Assistant Secretary of the Army (Financial Operations) memorandum dated February 4, 1998, subject as above, transmits the Defense Department policy on the establishment and use of accommodation checking accounts and provides clarifying guidance to U.S. Army activities and tenants receiving purchase card support from Army activities.

The establishment of accommodation checking accounts must be a coordinated effort between the financial management, contracting and finance and accounting communities. The checks are to be used only when sources, required to fulfill a requirement valued within the micro-purchase threshold, do not accept the purchase card. There are administrative costs associated with use of the checks. Activities will be responsible for funding and paying these costs.

Authorization controls available under the card program, such as merchant category blocking, are not available for the checks. Additional internal controls have been developed to minimize fraud, waste and abuse and are identified in the enclosure. It is requested you make appropriate distribution of this policy.

A handwritten signature in black ink, reading "Edward G. Elgart", is positioned above the printed name.

Edward G. Elgart
Acting Deputy Assistant Secretary of the
Army (Procurement)

Enclosure



DISTRIBUTION:

Administrative Assistant to the Secretary of the Army, 105 Army
Pentagon, Washington, DC 20310-0105

Assistant Deputy Chief of Staff for Research, Development and
Acquisition (Acquisition, Contracting and Production Management) HQ,
U.S. Army Materiel Command, ATTN: AMCRDA-A, 5001 Eisenhower
Avenue, Alexandria, VA 22333-0001

Commander, U.S. Army Communications-Electronics Command,
ATTN: AMSEL-CG, Fort Monmouth, NJ 07703-5000

Commander, U.S. Army Industrial Operations Command,
ATTN: AMSIO-CG, Rock Island, IL 61299-6000

Commander, U.S. Army Aviation and Missile Command, ATTN:
AMSAM-CG, Redstone Arsenal, AL 35898-5000

Commander, U.S. Army Tank-automotive and Armaments Command,
ATTN: AMSTA-CG, Warren, MI 48397-5000

Commander, Forces Command, ATTN: AFCG, Fort McPherson GA
30330-6000

Deputy Commander, U.S. Army Forces Central Command,
1881 Hardee Avenue SW, Fort McPherson, GA 30330-1064

Deputy Commander for Health Care Operations, 2050 Worth Road, Fort
Sam Houston, TX 78234-6000

Commander, U.S. Army Intelligence & Security Command, ATTN: IACG,
Fort Belvoir, VA 22060-5246

Commander, U.S. Army Medical Research and Materiel Command, ATTN:
MCMR-ZA, 504 Scott Street, Fort Detrick, MD 21702-5012

Commander, U.S. Army Military District of Washington, Fort Lesley J.
McNair, ATTN: ANCG, Washington, DC 20319-5058

Commander, Military Traffic Management Command, ATTN: MTCG,
5611 Columbia Pike, Falls Church, VA 22041-5050

Commander, U.S. Army Space & Strategic Defense Command, ATTN:
CSSD-ZA, P.O. Box 15280, Arlington, VA 22215-0280

Commander, U.S. Army Training and Doctrine Command, ATTN: ATCG,
Fort Monroe, VA 23651-5000

Deputy Commander In Chief, HQ U.S. Army, Europe and Seventh Army,
ATTN: AEAPR, APO AE 09014



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

04 FEB 1993

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: OUSD(C) Purchase Card Memorandum Number 5 -
Accommodation Checks

The purpose of this memorandum is to transmit the OUSD(C) policy on accommodation checks and provide clarifying guidance applicable to all U.S. Army activities and tenants receiving purchase card support from Army activities.

There are two types of checks available for use. FEDSELECT is offered by the U.S. Treasury. We currently have little experience with the product, but activities are encouraged to consider it. The second type is a VISA check issued by the Rocky Mountain Bank Card System (RMBCS) / First Bank in conjunction with the government purchase card (I.M.P.A.C.) program. There are different administrative costs associated with each type of check. Army activities will be responsible for funding and paying these administrative costs. The attached OUSD(C) policy and appendices (Enclosure 1) should be carefully reviewed to determine which product is most appropriate and cost effective for your use. If you choose the RMBCS checks, you must specify the pricing option you've selected on your set-up forms.

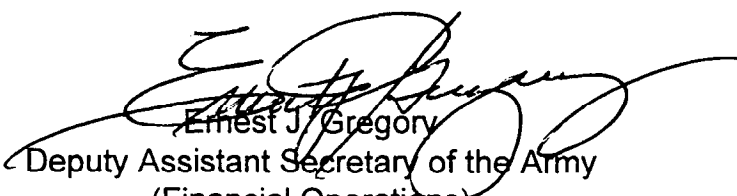
Accommodation check accounts will follow the basic fund control rules currently in place for the government purchase card. That is, checking accounts will be bulk funded and a single accounting classification will be provided by the Resource Manager on the application forms. As with the I.M.P.A.C. accounts, EOR 26RB may be used to capture costs for a mixture of purchases that include supplies, services, and equipment. Checking accounts must be established as separate accounts, checks may not be added as an option to an active I.M.P.A.C. purchasing account.

The OUSD(C) policies allow each Service to determine a minimum grade requirement for accommodation check cashiers and custodians. For Department of the Army, we will not establish a universal minimum grade requirement. Local Commanders are empowered to appoint personnel as cashiers and custodians according to local operating conditions.

To help ensure good stewardship and discourage and detect fraudulent actions with the checking accounts, Commanders are required to ensure checks are safeguarded. Checking accounts must also be audited on a quarterly basis. The audits will be conducted by a duly appointed, disinterested third party under the guidance of the local Internal Review (IR) activity. The quarterly audit requirement must be added to the management control checklist for I.M.P.A.C. (Enclosure 2).

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Procedural points and a suggested request flow are attached at Enclosures 3 & 4 for further emphasis and information. These requirements will be added as a revision to DFAS-IN Reg. 37-1. Questions should be addressed to Kathleen S. Miller (703) 697-0757 or email MILLEKS@hqda.army.mil.


Ernest J. Gregory
Deputy Assistant Secretary of the Army
(Financial Operations)

Enclosures

DISTRIBUTION:

Office, Secretary of the Army, ATTN: SAAA-RM, Washington, DC
20310-0105

Commander:

U.S. Army Europe and Seventh Army, ATTN: AEAGF-RM, APO AE 09014

U.S. Forces Command, ATTN: FCRM-FB, Fort McPherson, GA
30330-6000

Eighth U.S. Army, ATTN: EARM, Unit #15236 APO AP 96205-0009

U.S. Army Materiel Command, ATTN: AMCRM, 5001 Eisenhower Ave,
Alexandria, VA 22333-0001

U.S. Army Training and Doctrine Command, ATTN: ATRM, Fort
Monroe, VA 23651-5000

U.S. Army Pacific, ATTN: APRM, Fort Shafter, HI 96858-5100

U.S. Army South, ATTN: SORM, APO Miami 34004

U.S. Army Information Systems Command, ATTN: ASRM, Fort
Huachuca, AZ 85615-5000

U.S. Army Medical Command, ATTN: MCRM, Fort Sam Houston, TX
78234-6000

U.S. Army Intelligence and Security Command, ATTN: IARM, Fort
Belvoir, VA 22060-5370

U.S. Military Entrance Processing Command, ATTN: MRM-FM, 2500
Greenbay Road, North Chicago, IL 60064-3094

U.S. Army Military Traffic Management Command, ATTN: MTRM, 5611
Columbia Pike, Falls Church, VA 22041-5050

U.S. Army Recruiting Command, ATTN: RCRM, 1307 3rd Ave, Fort
Knox, KY 40121



COMPTROLLER

UNDER SECRETARY OF DEFENSE
1100 DEFENSE PENTAGON
WASHINGTON, DC 20301-1100

AUG 5 1997



MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES
DIRECTOR, DEFENSE MANPOWER DATA CENTER

SUBJECT: Purchase Card Reengineering Implementation Memorandum #5: Accommodation Checks

The "Joint Report of the Purchase Card Financial Management Team and the Purchase Card Integrated Product Team to the Under Secretary of Defense (Acquisition and Technology) and the Under Secretary of Defense (Comptroller)" proposed the use of locally-issued checks as an alternative to imprest fund cash in those instances where use of the purchase and travel cards cannot satisfy the requirement.

The attachment to this memorandum promulgates the policies necessary to implement the use of locally-issued "accommodation checks" throughout the Department of Defense (DoD). These policies are applicable to the Office of the Secretary of Defense; the Military Departments; the Chairman of the Joint Chiefs of Staff and the Joint Staff; the Combatant Commands; the Inspector General of the DoD; the Defense Agencies and the DoD Field Activities. These policies are effective as specified herein. The Heads of the DoD Components shall ensure that this guidance is adhered to in day-to-day operations and in the design, modification, and maintenance of the DoD Component's procurement and financial management systems.

My staff contact is Mr. Ronald D. Good. He may be reached through e-mail address: goodr@ousdc.osd.mil or at (703) 697-0585 (DSN prefix 227).

Alice C. Maroni
Acting Under Secretary of Defense
(Comptroller)

Attachment

H 7 100 25 11

DEPARTMENT OF DEFENSE
POLICIES AND PROCEDURES FOR
ACCOMMODATION CHECKS

A. PURPOSE

To establish Department of Defense (DoD) policies for the use of accommodation checks.

B. APPLICABILITY AND SCOPE

These policies are applicable to the Office of the Secretary of Defense; the Military Departments; the Chairman of the Joint Chiefs of Staff and the Joint Staff; the Combatant Commands; the Inspector General of the DoD; the Defense Agencies and the DoD Field Activities (hereafter referred to collectively as the "DoD Components").

C. RESPONSIBILITIES

1. The Under Secretary of Defense (Comptroller) shall develop, administer, maintain, monitor compliance with, and grant exceptions (as appropriate) to all financial management policies for the use of accommodation checks.

2. The Heads of DoD Components shall implement, ensure compliance with, and recommend changes to these financial management policies for the use of accommodation checks.

D. BACKGROUND

1. The phased elimination of imprest funds for unclassified programs within the Department was announced on March 28, 1996. Effective October 1, 1996 (later extended to January 1, 1997) the use of imprest funds was eliminated at DoD activities within the continental United States (CONUS) and, effective October 1, 1997, imprest funds also will cease to be authorized outside the CONUS.

2. Subsequent to the March 28, 1996, announcement, a number of DoD activities indicated that the total elimination of imprest funds hinges on the availability of a local check instrument to replace small cash payments. Thus, on September 10, 1996, for those activities within the CONUS that required a local check product, the effective date of imprest fund elimination was extended.

3. Several pilots of the Department of the Treasury "FedSelect" check product were approved late in 1996 and early 1997 for testing within the Department by the Office of the Deputy Chief Financial Officer (ODCFO).

4. The General Services Administration concluded a contract modification with the Rocky Mountain BankCard System (RMBCS)/First Bank System (FBS) on February 21, 1997, thus making convenience checks available through the International Merchant Purchase Authorization Card (I.M.P.A.C.) program.

E. POLICIES

1. Electronic Funds Transfer: The preferred method for DoD payments is electronic funds transfer (EFT), and it shall be used to the maximum extent possible. The Debt Collection Improvement Act of 1996 mandates that all DoD payments be made via EFT, effective January 1, 1999.

2. Imprest Funds

a. The policy to eliminate imprest funds is based, in part, on the mandatory EFT requirements enacted as part of the Debt Collection Improvement Act of 1996. As a matter of policy, the Department does not support the continued use of cash payments from imprest funds.

(1) In lieu of imprest funds, maximum use shall be made of the governmentwide L.M.P.A.C. purchase card for micro-purchases of supplies and/or services and the travel card (i.e., an agency central billed account) for travel payments.

(2) The elimination of imprest funds in no way affects the authority of DoD disbursing officers and their designated agents to maintain cash holdings at personal risk.

(3) Exceptions to the above policy are authorized for contingency and classified operations. Specific requests for deviations from, or exceptions to, this policy shall be submitted to the ODCFO for consideration. Such requests must contain adequate justification and demonstrate that the use of the governmentwide purchase card, travel card, or other reasonable alternatives are not feasible for the specific situation.

b. Generally, imprest fund cash is not to be replaced by the check products identified herein. The intent, in lieu of imprest funds, is to use the governmentwide (1) L.M.P.A.C. for purchases of supplies and services; or (2) travel card (currently American Express), to include agency centrally-billed accounts.

c. All DoD activities shall, to the maximum extent feasible, redirect their effort to finding imprest fund alternatives--such as the governmentwide purchase card and travel card (i.e., agency central billed account). Only after card product alternatives have been exhausted should a check product be considered in place of imprest funds.

d. Exceptions to elimination of imprest funds shall be considered only on a case-by-case basis. Each DoD Component shall screen all requests for exception and, for those cases that warrant further consideration, separately justify the need (with alternatives examined) to the ODCFO through the respective Military Department Office of the Assistant Secretary (Financial Management and Comptroller) or the Defense Agency Comptroller, or equivalent. Such requests must contain adequate justification and demonstrate that the use of the governmentwide purchase card, travel card, or other reasonable alternatives are not feasible for the specific case.

3. Accommodation Checks

a. Although the preferred method of payment is via EFT, accommodation checks provide an alternative to cash, third-party drafts and U.S. Treasury checks when the use of purchase or travel cards is not feasible. Accommodation checks eliminate the need for cash on hand for imprest fund transactions.

b. Accommodation checks give issuing DoD activities the flexibility to issue low volume and low dollar value payments on-site.

c. Accommodation checks shall be available at those DoD activities that identify a need to issue accommodation checks, in lieu of cash, where purchase and travel cards have proven ineffective.

d. The minimum requirements to establish a local check-writing capability are as follows. [Note: Specific conditions for establishing accommodation checks are detailed in Section F, Procedures.]

(1) The use of accommodation checks must be considered advantageous to the DoD activity, after evaluating all alternatives to accomplish the same purpose.

(2) Before an accommodation check is used the paying agency must make every effort to use the purchase or travel card to make necessary purchases. Maximum efforts shall be made to find and use vendors that accept the purchase card (I.M.P.A.C.) as the primary payment vehicle, e.g., the use of electronic or telephone catalog ordering services coupled with overnight delivery.

(3) The authority to maintain a check-writing system (checkbook) shall be justified on an individual organization basis, and controlled and monitored by the DoD activity. Automated reports from the check providers are available to provide oversight.

(4) The number of checkbooks shall be limited to as few as possible, preferably one per DoD installation and not to exceed one per DoD tenant activity or autonomous location.

(5) All organizations authorized to maintain accommodation checks also should hold an active (in good standing) purchase card before approval of an accommodation check account--although convenience checks must be maintained under a separate ("cardless") purchase card (I.M.P.A.C.) account and number. An accommodation check cashier may hold an I.M.P.A.C. purchase card as long as separate accounts are maintained and the policies and procedures established herein are observed.

(6) Appropriate internal controls, to include at least one level of approval above the check writer (i.e., an approving official), shall be maintained by each using DoD activity.

(7) Each accommodation check account shall be audited quarterly on an unannounced basis, by an officer or equivalent DoD civilian employee who is independent of the office maintaining the account.

e. DoD Component activities may adopt one of the following accommodation check products, upon appropriate justification and approval (see Section E, Procedures):

(1) Purchase card convenience checks (issued under the I.M.P.A.C. program by RMBCS/FBS).

(2) FedSelect checks (currently available from the Chicago Financial Center, Financial Management Service (FMS), Department of the Treasury).

f. Both of the check issuing organizations identified in paragraph E.3.e. above, offer using DoD activities "stop payment" and retrieval capabilities, as well as an audit trail that permits the tracing of transactions. Also, these issuing organizations offer "Help Desk" assistance and reporting capabilities with a variety of reporting media and frequencies.

g. Each check product has distinct advantages and disadvantages associated with its use, to include cost considerations. While the purchase card convenience check provides an expedient solution, additional fiscal controls and automation of the FedSelect check offer distinct advantages, as well. Each DoD activity is encouraged to evaluate both products and make a selection based on costs and other factors associated with its use.

h. The Deputy Director for Finance, Headquarters, Defense Finance and Accounting Service (DFAS-HQ/F)--via its Office of Disbursing Management (located at the DFAS-Kansas City Center)--shall approve the establishment of accommodation check accounts, subsequent to request and justification by the sponsoring DoD activity. Upon request by the DoD activity and approval by the DFAS, the DoD activity may adopt one of the following accommodation check products:

(1) Purchase Card Convenience Check

(a) Purchase card convenience checks currently are provided through the GSA contract for the governmentwide purchase card (currently I.M.P.A.C.) by the issuing bank--RMBCS/FBS. The implementing contract modification is reproduced at Appendix A. The contract requires that RMBCS/FBS operate a convenience check writing system that allows DoD activities, including overseas locations (denominated in U.S. currency), to make selected minor purchases and payments using checks in lieu of cash.

(b) This product offers an alternative to cash for official expenses of DoD activities previously using imprest funds--after card products and other alternatives have been determined unusable. The Purchase card convenience checks shall not be issued for more than \$1,000.00.

(c) DoD purchase card convenience checks are supported from the FBS commercial purchasing system platform, which is being offered to the federal government as the "Corporate Payment System (CPS)".

(d) DoD purchase card convenience checks shall be established as "cardless accounts" under the purchase card program.

(e) The purchase card issuer will (1) provide a supply of checks to the designated convenience check account holder, (2) process and pay the checks as they are presented through the bank check clearing system for payment within established maximums and authorization parameters established by the sponsoring activity agency program coordinator (APC) for each individual account holder, (3) provide a listing of the checks cleared on each account holder's billing statement (invoice), and (4) provide for storage of cleared checks for audit and retrieval purposes.

(f) The checks contain the following standard preprinted information: (1) "United States Government seal, (2) the statements "I.M.P.A.C.," "For Official Use Only" and "U.S. Government Tax Exempt," and (3) the maximum dollar limitation per check (i.e., \$1,000), as well as space for the date and the amount of the check. Also, other standard preprinted information is carried on the check specific to the sponsoring DoD activity's name and address and the account holder's name; thus, only the named individual may issue these checks.

(g) The checks are sequentially prenumbered, multiple-copy documents (with a minimum of at least one copy for the account holder's records).

(h) The convenience check account holder shall reconcile cleared checks and the resulting billing statement (invoice) against his or her retained records of issuance in accordance with standard payment practices established for the purchase card by "Purchase Card Reengineering Implementation Memorandum #3: Streamlined Financial Management Procedures."

(2) FedSelect Check

(a) The FedSelect check is a Department of the Treasury product, available from the FMS Chicago Financial Center, Department of the Treasury. FedSelect procedures are at Appendix B.

(b) The use of FedSelect checks has proven--through pilot applications--to be an efficient and cost effective alternative to other forms of payment. It has resulted in cost savings relative to payment costs, both to the DoD activity involved as well as to the DFAS.

(c) The FedSelect check is issued using a microcomputer based system that allows the using DoD activity to issue payments on-site and report issuance via interface to the FMS.

(d) The FedSelect check offers a low cost method to reimburse DoD personnel and vendors for small out-of-pocket official expenses, when purchase or travel cards are not feasible for replacement of cash. The FedSelect check may be used for transactions formerly paid from imprest funds and for other "on demand" payment needs. The FedSelect checks shall not be issued for more than \$1,000.00; however, an increase of this limitation may be approved by the OUSD(C) based on justification submitted under the Waiver Process of this policy.

(e) The FedSelect check provides a built-in reconciliation system in that, when the check is issued, the information is transmitted automatically from the DoD activity to the FMS Chicago Financial Center. Paid information received from the Federal Reserve Bank (FRB) of Chicago is compared to the check-issue information received from the DoD activity.

(f) FedSelect checks are recorded in the FedSelect Customer Information System at the FMS Chicago Financial Center as the cashier is updating his or her check register and printing the check. The value of the issued check is charged (debited) to the issuing DoD activity's Agency Location Code (ALC) through the Government On-Line Accounting Link System (GOALS) the following business day for the aggregate face value of the FedSelect checks written. As this charge is cleared through GOALS, a corresponding entry also must be made to record the disbursement in the agency accounting system in order to properly reflect clearance through the "Statement of Transactions" monthly reporting process.

(g) DoD activities are required to execute an agreement with the FMS Chicago Financial Center under provisions of the Economy Act in order to receive authority to issue FedSelect checks.

(h) FedSelect checks are customized with the DoD Component logo or seal, and DoD Component/activity address and telephone number. [Individual payee's name is not carried on the check instrument, thus permitting multiple authorized signatures.]

(i) The issuing activity can monitor outstanding and cleared checks through printed and on-line reports.

F. PROCEDURES

1. Authorization for Accommodation Check Account

a. Requests to establish accommodation checks first shall be justified (in writing) by the resource manager or commander/director of an installation or tenant activity. Delegations of authority to maintain and use accommodation checks shall be rendered (in writing) specific to the activity approving/certifying official, check custodian, and cashier by the activity commander/director as directed below. [Prior coordination with the DFAS Office of Disbursing Management (located at the DFAS-Kansas City Center), telephone (816) 926-3198, and the servicing DFAS operating location is encouraged, especially for FedSelect checks.]

b. Upon approval by the resource manager and/or commander/director, the request shall be submitted to the Deputy Director for Finance, Headquarters, Defense Finance and Accounting Service (DFAS-HQ/F), via the Office of Disbursing Management, DFAS-Kansas City Center, 1500 East 95th Street, Kansas City, MO 64197-001, for final approval. Within 20 days, the DFAS shall notify the requester of its approval to establish an accommodation check account.

c. Requests disapproved by the DFAS that are deemed worthy of further consideration shall be referred to the ODCFO through the DoD Component headquarters senior financial management official for resolution.

2. Conditions for Establishing Accommodation Check Account

a. Designation of Activity Approving/Certifying Official

(1) The activity approving/certifying official may be any individual (i.e., officer, enlisted person, or civilian employee) who is appointed by the head of the issuing DoD activity to authorize and certify the issuance of accommodation checks by cashiers.

(2) In order to maintain effective internal controls, the activity approving/certifying official may not perform functions of accommodation check custodian or cashier.

(3) The activity approving/certifying official shall be held accountable and pecuniary liable for the accuracy of the payments. [See "Purchase Card Reengineering Implementation Memorandum #3: Streamlined Financial Management Procedures" for details of the "Payment Certification" and "Delayed Dispute Procedures" processes.]

(4) In the case of purchase card convenience checks, the "I.M.P.A.C. approving official (AO)" is the same as the activity approving/certifying official.

(a) The activity approving/certifying official shall be designated as the billing (invoicing) official and shall receive and certify payment of the billing statement (invoice) to the appropriate paying activity (e.g., a DFAS operating location).

(b) Also, I.M.P.A.C. convenience check accounts shall be established with approving/certifying official accounts separate from approving official accounts for purchase cards.

(5) In the case of FedSelect checks, the "FedSelect authorizing issuing officer" is the same as the activity approving/certifying official.

b. Designation of Accommodation Check Custodian

(1) The custodian may be any individual (i.e., officer, enlisted person, or civilian employee) who is appointed by the head of the issuing DoD activity, or the activity's accommodation check approving/certifying official to order, receive, store, issue, inventory, reconcile and dispose of check stock. [Each DoD Component and/or activity has the discretion of identifying the minimum grade level for its check custodians.]

(2) Each accommodation check account shall be under the custody of one individual who is not responsible for originating, approving, and processing the requirement for a check. An alternate custodian may be appointed with the same authorities as the principal custodian; however, the alternate is to act only in the absence of the principal.

(3) Both principal and alternate custodians, as applicable, may be held pecuniary liable for account transactions under their control.

(4) The accommodation check custodian may perform the functions of the accommodation check cashier.

c. Designation of Accommodation Check Cashier

(1) The cashier may be any individual (i.e., officer, enlisted person, or civilian employee) who is appointed by the head of the issuing DoD activity, or the activity's accommodation check approving/certifying official to inscribe (print), sign and issue checks. [Each DoD Component may establish a minimum grade level for its accommodation check cashiers.]

(2) The accommodation check cashier may perform the functions of the accommodation check custodian.

(3) In the case of purchase card convenience checks, only one named person shall be designated as the accommodation check cashier, and have authority to sign and issue convenience checks.

(4) An accommodation check cashier may hold an LM.P.A.C. purchase card as long as separate accounts are maintained and the policies and procedures established herein are observed.

(5) In the case of FedSelect checks, the accommodation check cashier is authorized to operate the remote microcomputer equipment to print FedSelect checks. Also, primary and alternate cashiers may be established for FedSelect checks.

(6) Both primary and alternate cashiers, as applicable, may be held pecuniary liable for account transactions under their control.

d. Other Operating Conditions

(1) Accommodation check accounts shall be "bulk funded" in accordance with "Advance Reservation of Funds" policies delineated by the Under Secretary of Defense (Comptroller) memorandum of March 27, 1997, subject: "Purchase Card Reengineering Implementation Memorandum #3: Streamlined Financial Management Procedures."

(2) Check amounts shall not exceed \$1,000 per check and always be issued for the exact payment amount, with a prohibition on splitting amounts across more than one check to keep below the \$1,000 limit.

(3) Accommodation checks shall not be issued as an "exchange-for-cash" vehicle to establish cash funds.

(4) Accommodation checks may be mailed, so long as internal controls are in place to avoid duplicate payments to payees.

(5) As appropriate, accommodation checks may be used for payments in overseas transactions up to \$2,500 in support of contingencies declared by the Secretary of Defense.

(6) The issuing activity is responsible for all administrative costs associated with the use of accommodation checks. At DoD Component election, the costs associated with the purchase of accommodation checks may be (a) included in the bulk obligation and accounted for as part of the purchase price or (b) treated separately as an administrative cost of the issuing activity.

3. Methods for Establishing Accommodation Check Accounts

a. Upon DFAS approval, normal account set-up procedures shall be followed to establish the accommodation check account product with either the purchase card issuer or the FMS Chicago Financial Center.

(1) Purchase Card Convenience Check: Appropriate application forms (see Appendix A) shall be completed and submitted through the DoD activity's existing purchase card hierarchical structure (channel), including approving official (AO) and APC. The application also shall include a copy of the DFAS and DoD activity/installation resource manager or commander (director) approval documents. A separate check account holder and approving official must be identified for each purchase card check account. [Each check account shall be established separately from a purchase card account and the approving official of that account shall receive a separate invoice for convenience check accounts under his/her jurisdiction.]

(2) FedSelect Check: DoD activities interested in establishing a FedSelect account should contact the FMS Chicago Financial Center at (312) 353-2064, to initiate implementation. DoD activities shall be granted authority by the FMS Chicago Financial Center to issue FedSelect checks by executing a FedSelect Agreement and associated application forms (see Appendix B). The request also shall include a copy of the DFAS and DoD activity/installation resource manager or commander (director) approval documents.

b. Applications shall not be submitted directly to the check issuing organization (RMBCS/FBS or the FMS Chicago Financial Center) without first attaining the authorization/approval of the DFAS. All applications submitted to the issuing organization without attachment of the appropriate DFAS approval shall be returned without action by the issuing organization.

4. Conditions for Using Accommodation Check Accounts

a. For accounts established with the purchase card issuer, agencies must maintain a current convenience check account status with no delinquencies, except for questioned items or items in dispute. Also, any entity under suspension of purchase card privileges automatically shall be suspended from use of the purchase card convenience check system.

b. Accommodation checks may be used for small purchases, when:

(1) Supplies or services are available for delivery within 15 days whether at the contractor's place of business or at destination.

(2) The purchase does not require detailed technical specifications or inspection.

c. Accommodation checks may be used for purposes not related to small purchases when such expenditures are authorized by other regulations, such as:

(1) Delivery charges associated with the purchase made with an accommodation check when the contractor is requested to arrange for delivery. These charges include local delivery, parcel post, including cash on delivery (C.O.D.) postal charges, and line haul or inter-city transportation charges, provided the charges are determined to be reasonable and acceptance is in the best interest of the government.

(2) C.O.D. charges for supplies ordered for payment with an accommodation check upon delivery.

(3) Civilian volunteers for participation in approved medical research projects.

(4) Travel advances when no disbursing official (DO) is available in the immediate area to effect payment, and the traveler does not have access to travel advances via automated teller machines through the governmentwide travel card.

(5) Local travel expenses (e.g., mileage allowance for travel in and around their permanent duty station not under travel orders) when no DO is available in the immediate area to effect payment.

(6) Transportation charges (not related to purchases).

(7) Payments to prisoners.

(8) Transportation passes or tokens.

d. Accommodation checks are prohibited from use for:

(1) Payment of salaries and wages;

(2) Travel advances or any other advances except as authorized above;

(3) Payment of travel claims (except for claims for local travel not under orders, when a DO is not available in the immediate areas to effect payment as authorized above);

(4) Payment of public utility bills;

(5) Purchase from contractors or contractor's agents who are military personnel or civilian employees of the government;

(6) Repetitive purchases from the same contractor when another method of purchase, such as a purchase card or blanket purchase agreement, would be more appropriate; or

(7) Payment of spot awards.

G. WAIVER PROCESS

1. The ODCFO may grant waivers to these policies (including higher dollar authority) for contingency operations and for exceptional circumstances.
2. Waiver requests for deviations from, or exceptions to, these policies shall be submitted for evaluation to the Military Department Office of the Assistant Secretary (Financial Management and Comptroller), the Defense Agency Comptroller, or equivalent. Waiver requests should be evaluated and approved or disapproved by the DoD Component Headquarters.
3. Waiver requests approved by the DoD Component Headquarters shall be submitted for consideration to the ODCFO. Such requests must contain adequate justification and demonstrate the need for a waiver or exception to the specific policy.

H. EFFECTIVE DATE AND IMPLEMENTATION

1. These policies are effective immediately. Both the purchase card convenience check and Treasury's FedSelect Check products may be established at this time.
2. The Heads of DoD Components shall ensure that these policies are adhered to in day-to-day operations and in the design, modification, and maintenance of the DoD Component's procurement and financial management systems.

Department of Defense

ACCOMMODATION CHECKS

Purchase Card [I.M.P.A.C.]
Convenience Checks

Rocky Mountain BankCard System (RMBCS)
First Bank System (FBS)

Appendix 1

| | | | | | |
|--|--|--|--|--|--|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | 1. CONTRACT ID CODE MOD #17 | | PAGE OF PAGES 1 / 6 | |
| 2. AMENDMENT/MODIFICATION NO. MOD 17 | | 3. EFFECTIVE DATE | | 4. REQUISITION/PURCHASE REQ. NO. | |
| 5. PROJECT NO. <i>(if applicable)</i> | | 6. ISSUED BY General Services Administration Federal Supply Service/Services Acquisition Center, FCXA CM #4, Room 507 Washington, DC 20406 | | 7. ADMINISTERED BY <i>(if other than item 6)</i> | |
| 8. NAME AND ADDRESS OF CONTRACTOR <i>(No., street, country, State and ZIP Code)</i> Colorado National Bank of Denver dba Rocky Mountain Bankcard Systems 90 South 6th Street Minneapolis, MN 55402 | | 9A. AMENDMENT OF SOLICITATION NO. | | 9B. DATED <i>(SEE ITEM 11)</i> | |
| 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-23F-94031 | | 10B. DATED <i>(SEE ITEM 13)</i> 02/16/94 | | | |
| CODE | | FACILITY CODE | | | |
| 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS | | | | | |
| <input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. | | | | | |
| 12. ACCOUNTING AND APPROPRIATION DATA <i>(if required)</i> | | | | | |
| 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14. | | | | | |
| <input checked="" type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: <i>(Specify authority)</i> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. | | | | | |
| <input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES <i>(such as changes in paying office, appropriation date, etc.)</i> SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b). | | | | | |
| <input checked="" type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Clause 52.243-1 (Alt 1 - Changes - Fixed Price and Clause H-FSS-FCXS-290 - Service Improvements) | | | | | |
| <input type="checkbox"/> D. OTHER <i>(Specify type of modification and authority)</i> | | | | | |
| E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>2</u> copies to the issuing office. | | | | | |
| 14. DESCRIPTION OF AMENDMENT/MODIFICATION <i>(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</i> | | | | | |

SEE ATTACHED

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

| | | | |
|--|--|--|--|
| 15A. NAME AND TITLE OF SIGNER <i>(Type or print)</i> Felando Johnson, Vice President & Nat'l Acct Director ROBERT T. ABELE SENIOR VICE PRESIDENT | | 16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i> DORIS L. MARSH | |
| 15B. CONTRACTING OFFICER <i>(Signature of person authorized to sign)</i> | | 16B. UNITED STATES OF AMERICA BY <i>(Signature of Contracting Officer)</i> FSS 165 | |
| 15C. DATE SIGNED 2/20/97 | | 16C. DATE SIGNED 2/21/97 | |

MODIFICATION #17

As a bilateral agreement to the contract referenced in Block 10(a) page 1 of this document, Rocky Mountain Bankcard Systems in conjunction with their parent company First Bank Systems is hereby awarded Task Order No. 97-002, to create and implement a convenience check writing system. Convenience checks will be governed by the attached statement of work (Attachment 2) which has been coordinated and agreed upon by both the Government and Rocky Mountain Bank Card Systems.

The pricing structure for Convenience Checks is as follows:

Convenience Checks offers two separate pricing structures. Agencies may elect to use either one or both of the two pricing structures:

Pricing Options are set at the billing level. Agencies may elect to use both pricing options, as long as all of the accounts rolling up to a single billing account use the same option.

Option 1: A one time charge equal to 1.5% of the face amount of each check. (example: A check for \$100 using the 1.5% fee structure would cost an agency \$1.50 per check).

Option 2: Fileturn Basis: (See Attachment one for pricing)

This pricing structure is based on the actual number of days that Rocky Mountain Bankcard System must fund the check. The fee structure is based on a file turn of 1 to 60 days as well as the average face value of the check. The pricing chart is shown in increments of 5 days however the actual pricing shall be based on each day the check is outstanding. As an example assuming an average transaction size of \$250, 1 day funding would have a fee of \$1.05, 2 days funding would have a fee of \$1.10, etc.

For the initial issuance of convenience checks, RMBCS will set the fee using an estimate of the number of days as provided by that agency.

Agency activity will be reviewed at the end of each quarter. RMBCS will adjust the fee (if necessary) for the next quarter and settle on any differences from the previous quarter. (Example - assume an agency estimates their average transaction size at \$500 and funding at 20 days. This yields a fee of \$3.00 per check. Assume at the end of the quarter the agency actually had an average transaction size of \$1,000, funding at 30 days (yields a fee of \$7.00 per check), and 500 transactions. The fee would be set at \$7.00 for the next quarter and the agency will remit to RMBCS a payment to settle the difference from the previous quarter or \$2,000.00 in this instance (\$7.00 actual fee - \$3.00 estimated fee x 500 transactions).

If the actual fee is less than the estimated fee, the agency is entitled to a refund or credit. If the agency wishes credits be applied against any outstanding account balance, the agency must submit this request to RMBCS in writing.

Settlement of any differences will be done on a quarterly basis, with payment within 45 days of the end of each quarter.

Interest Against Differences: Interest assessment will not be calculated against the differences accumulated during the quarter; however interest shall be assessed in accordance with the provisions of the prompt payment clause of the contract should settlement not occur within 45 days of the end of each quarter.

At six month intervals (August and February) after implementation of the convenience check pilot, either the Government or the Contractor may petition to renegotiate the assessment of interest differences.

Other Costs: (Both Pricing Options)

| | |
|-----------------------|----------|
| Copy Request | \$2.00 |
| Insufficient Fund Fee | \$15.00* |
| Stop Payment Fee | \$25.00 |
| Check Cost | NA** |

*If an insufficient fund fee is assessed and it is found that the fee was assessed due to a technical or system error on the part of the contractor or the contractor's system no fee will be assessed the agency. If a fee has already been assessed, the contractor will immediately credit the account holder's account.

**** Check Cost:** There is no cost for the ordering of checks, however if it is found that agencies are ordering checks and not utilizing them, First Bank, with the approval of the GSA Contracting Officer, may assess a fee of \$10.00 per box of checks to any agencies having ordered checks and not utilized them.

Rebates: Option pricing 1 is subject to the contract rebate schedule.
Option pricing 2 is not subject to the contract rebate schedule as the sliding scale offers rebates for early payment.

Effective Date of Pilot Program: Date of Modification 17 through November 29, 1998.

All other terms and conditions of the contract remain unchanged.

[illegible]

| Attachment 1 | | | | | | | | | |
|--------------|--------------|----------------|----------------|------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| BEVA | \$0 to \$250 | \$251 to \$500 | \$501 to \$750 | \$751 to \$1,000 | \$1,001 to \$12,500 | \$12,501 to \$15,000 | \$15,001 to \$17,500 | \$17,501 to \$20,000 | \$20,001 to \$22,500 |
| 1 | \$1.05 | \$1.10 | \$1.15 | \$1.20 | \$1.25 | \$1.30 | \$1.35 | \$1.40 | \$1.45 |
| 6 | \$1.25 | \$1.50 | \$1.75 | \$2.00 | \$2.25 | \$2.50 | \$2.75 | \$3.00 | \$3.25 |
| 10 | \$1.50 | \$2.00 | \$2.50 | \$3.00 | \$3.50 | \$4.00 | \$4.50 | \$5.00 | \$5.50 |
| 15 | \$1.75 | \$2.50 | \$3.25 | \$4.00 | \$4.75 | \$5.50 | \$6.25 | \$7.00 | \$7.75 |
| 20 | \$2.00 | \$3.00 | \$4.00 | \$5.00 | \$6.00 | \$7.00 | \$8.00 | \$9.00 | \$10.00 |
| 25 | \$2.25 | \$3.50 | \$4.75 | \$6.00 | \$7.25 | \$8.50 | \$9.75 | \$11.00 | \$12.25 |
| 30 | \$2.50 | \$4.00 | \$5.50 | \$7.00 | \$8.50 | \$10.00 | \$11.50 | \$13.00 | \$14.50 |
| 35 | \$2.75 | \$4.50 | \$6.25 | \$8.00 | \$9.75 | \$11.50 | \$13.25 | \$15.00 | \$16.75 |
| 40 | \$3.00 | \$5.00 | \$7.00 | \$9.00 | \$11.00 | \$13.00 | \$15.00 | \$17.00 | \$19.00 |
| 45 | \$3.25 | \$5.50 | \$7.75 | \$10.00 | \$12.25 | \$14.50 | \$16.75 | \$19.00 | \$21.25 |
| 50 | \$3.50 | \$6.00 | \$8.50 | \$11.00 | \$13.50 | \$16.00 | \$18.50 | \$21.00 | \$23.50 |
| 55 | \$3.75 | \$6.50 | \$9.25 | \$12.00 | \$14.75 | \$17.50 | \$20.25 | \$23.00 | \$25.75 |
| 60 | \$4.00 | \$7.00 | \$10.00 | \$13.00 | \$16.00 | \$19.00 | \$22.00 | \$25.00 | \$28.00 |

LM.P.A.C.® CPS PROGRAM LEVEL 4 SET-UP AND MAINTENANCE FORM

Please complete this form for new set-ups or changes to existing level 4 information.

LEVEL 4 STATUS

New: ☐ Change Agent Information: ☐
(Please complete the TBR level information below.)

GENERAL INFORMATION *(Please type or print clearly)*

Agency: _____ (27 Char)
(Level Name)
Agency Address One: _____ (40 Char)
Agency Address Two: _____ (30 Char)
City: _____ (15 Char) State: _____ (2 Char)
ZIP: _____ (10 Char)
Agency Program Coordinator: _____ (30 Char)
APC Phone: _____ (10 Char) APC Fax: _____ (10 Char)

SET-UP INFORMATION

TBR Levels: Level 1: 4716 Level 2: 000 Level 3: 000 Level 4: 0
(Complete all spaces)

Additional Services: FirstLink ☐ On-Line Access ☐ FirstView ☐ Statement Billing File ☐
(Check All that Apply) *(Required for FirstView)*

Statement Billing File Delivery: FirstLink ☐ Diskette ☐
(Select One) *(Diskette will be sent to APC unless otherwise noted)*

Agency Authorization Section: *(completed by APC)*

Authorized
Signature: _____
Name: _____
Address: _____

Phone: _____
Date: _____

Internal Use Only

Received Date: _____
Completion Date: _____
Reject Reason:
☐ Need Company # or Company Set-up
☐ Need Authorized Signature
☐ Missing Information
☐ Other: _____
Date Resolved: _____

SEND REQUEST TO: LM.P.A.C. Card Services
P.O. Box 6347, Fargo, ND 58125-6346 1-888-99-IMPAC (1-888-994-6722)
FAX REQUEST TO: (701) 461-3466

I.M.P.A.C.® CPS PROGRAM

APPROVING OFFICIAL SET-UP AND MAINTENANCE FORM

TYPE OF REQUESTNew: ☐

(Please complete entire form)

Change Company (Approving Official) Information: ☐

(Please complete TBR information below, and only complete the areas requiring change.)

GENERAL INFORMATION (Please type or print clearly)

Dept/Agency/Office Name: _____ (30 Char)

Approving Official Name: _____ (30 Char)

Address One: _____ (40 Char)

Address Two: _____ (30 Char)

City: _____ (15 Char) State: _____ (2 Char)

ZIP: _____ (10 Char) Phone: _____ (10 Char)

Office Limit: \$ _____ (Indicate Dollar Amount)

Type of Account Requested: (Select service that applies to this Company (Approving Official level))

I.M.P.A.C. Card Account: ☐I.M.P.A.C. Check Account: ☐**Existing TBR Level**

(If completing maintenance)

Level 1: 4716 _____

Level 2: 000 _____

Level 3: 000 _____

Level 4: 0 _____

Level 5: _____

New TBR Level:

(Complete for new set-up)

Level 1: 4716 _____

Level 2: 000 _____

Level 3: 000 _____

Level 4: 0 _____

Level 5: _____

Link Company (Approving Official Account) to the following services:

FirstLink ☐On-Line Access ☐FirstView ☐Statement Billing File ☐

(Required for FirstView)

Agency Authorization Section: (completed by APC)

Authorized

Signature: _____

Name: _____

Address: _____

Phone: _____

Date: _____

Internal Use Only

Received Date: _____

Completion Date: _____

Cycle Date: _____

Reject Reason:

☐ Need Authorized Signature☐ Missing Information☐ Other: _____

Date Resolved: _____

SEND REQUEST TO: I.M.P.A.C. Card Services

P.O. Box 6347, Fargo, ND 58125-6346 ☎ 1-888-99-IMPAC (1-888-994-6722)

FAX REQUEST TO: (701) 461-3466

Internal Use Only: Account Number

I.M.P.A.C.® CPS PROGRAM

CARDHOLDER SET-UP AND MAINTENANCE FORM

TYPE OF REQUEST

New: ☐

(Please complete entire form)

Change Cardholder Information: ☐

(Please complete TBR information below, and only complete the areas requiring change.)

GENERAL INFORMATION *(Please type or print clearly)*

Approving Official Name: _____

Dept/Agency/Office Name: _____

Cardholder Name: _____ (24 Char)

(first name, middle initial, last name - to be embossed on card; please, no titles)

Address One: _____ (36 Char)

Address Two: _____ (35 Char)

City: _____ (25 Char) State: _____ (2 Char)

ZIP: _____ (10 Char) Phone: _____ (10 Char)

Type of Account Requested: *(Select service, card or check, that applies to this Cardholder.)*I.M.P.A.C. Card Account: Plastic Issued ☐ or No Plastic Issued ☐I.M.P.A.C. Check Account: ☐30-Day Limit: \$ _____ *(Indicate Dollar Amount)*

Single Purchase Limit: \$ _____

Merchant Activity Code: _____ *(3 digit code)*Master Accounting Code *(Optional)*: Line 1 _____ (25 Char)

Line 2 _____ (25 Char)

Line 3 _____ (25 Char)

Existing TBR Level

(If completing maintenance)

Level 1: 4716 _____

Level 2: 000 _____

Level 3: 000 _____

Level 4: 0 _____

Level 5: _____

New TBR Level:

(Complete for new set-up)

Level 1: 4716 _____

Level 2: 000 _____

Level 3: 000 _____

Level 4: 0 _____

Level 5: _____

Agency Authorization Section: *(completed by APC)*

Authorized

Signature: _____

Name: _____

Address: _____

Phone: _____

Date: _____

Internal Use Only

Received Date: _____

Completion Date: _____

Cycle Date: _____

Reject Reason:

☐ Need Authorized Signature☐ Missing Information☐ Other: _____

Date Resolved: _____

SEND REQUEST TO: I.M.P.A.C. Card Services

P.O. Box 6347, Fargo, ND 58125-6346 ☎ 1-888-99-IMPAC (1-888-994-6722)

FAX REQUEST TO: (701) 461-3466

Internal Use Only: Account Number: _____

Department of Defense

ACCOMMODATION CHECKS

FedSelect Checks

Chicago Financial Center
Financial Management Service (FMS)
Department of the Treasury

FACT SHEET

*Department of the Treasury -
Financial Management Service*

Chicago, Illinois Washington, D.C. 20227
312/353-2364 202/874-6750

FedSelect Check

The Financial Management Service (FMS), a bureau of the Department of the Treasury, has developed a new payment instrument, **FedSelect Check**, for government agencies to use in meeting their payment obligations. The FedSelect check is an alternative to Third Party Drafts and U.S Treasury checks. It will allow the issuing agencies to have the flexibility to issue low volume payments at their locations through the use of a microcomputer that interfaces with the FedSelect Reconciliation System at FMS. FedSelect checks may be used for imprest fund transactions and other "on demand" payment needs, e.g., benefit and vendor payments.

This alternative is FMS' response to the Report of the National Performance Review (NPR), September 1993, FM-8 (NPR Report). The NPR made recommendations to the Secretary of the Treasury to eliminate the use of Third Party Drafts and allow the use of commercial checking accounts. FMS will accomplish this goal by offering agencies the FedSelect check as another option to Third Party Drafts.

The FedSelect Reconciliation System is a **positive payment system**. When a FedSelect check is issued, the information is transmitted from the agency's site to FMS. Paid information received from the Federal Reserve Bank (FRB) is compared to the check issue information received from the agency. Should the issue information provided by the agency not match the FedSelect checks presented for payment at the FRB, the checks will be returned through normal banking channels.

Additional FedSelect Check Information

- Agencies must be granted authority to issue FedSelect checks by signing a Memorandum of Understanding between the issuing agency and FMS.
- The FedSelect checking account will function like a commercial checking account.
- FedSelect checks will be customized with the agency logo, seal, address and telephone number.

(more)

Features and Advantages of FedSelect Checks

- A FedSelect Help Desk will be available to assist agencies and financial institutions.
- Issuing agencies have the authority to request stop payment of a FedSelect check in cases of lost, stolen or erroneous payments.
- FedSelect checks are negotiable for 90 days following the date of issuance.
- A FedSelect check can be issued for up to \$10,000, however, agencies with justification may receive a waiver to issue checks at a maximum limit of \$25,000.
- Complete audit trails permit tracing of all payment transaction data from the issuing agency's demand deposit account to the FMS' FedSelect Reconciliation System.
- All matters not addressed by FedSelect Check Regulation (31 CFR Part 247), will be governed by the Uniform Commercial Code and Federal Reserve Bank Regulations J and CC.

For further information or assistance regarding FedSelect Check, contact the FedSelect Help Desk at FTS (312) 353-2064 between the hours of 8:30 a.m - 4:00 p.m., Central Standard Time, Monday thru Friday.

10/11/95

FedSelect Price List
Fiscal Year 1996

| <u>Number of Accounts</u> | <u>Base Fee</u> / <i>MONTH</i> |
|---------------------------|--------------------------------|
| 1 - 10 (max. 10 accounts) | \$150.00 |
| 11 - 50 (each add. acct) | \$ 10.00 each |
| 51 - 100 (each add. acct) | \$ 5.00 each |

Monthly Base Fee includes:

Monthly Statement of Account
DDA System Operations
Customer Help Desk
Daily Paid Checks

Variable Fee (Per check):

Check paid processing (w/volume discount) .15 - .24/item

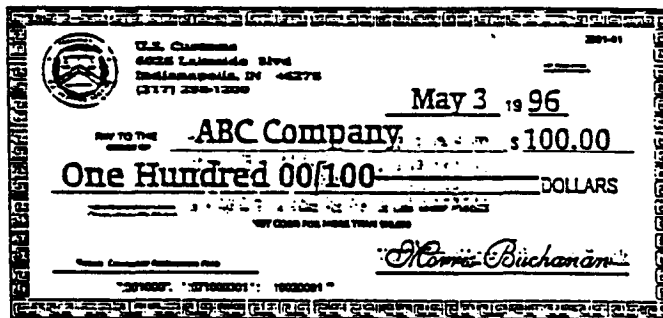
| | |
|-------------|-----|
| 1 - 999 | .24 |
| 1000 - 1999 | .23 |
| 2000 - 2999 | .22 |
| 3000 - 3999 | .21 |
| 4000 - 5999 | .20 |
| 6000 - 6999 | .19 |
| 7000 - 7999 | .18 |
| 8000 - 8999 | .17 |
| 9000 - 9999 | .16 |
| 10000 - | .15 |

| | |
|-------------------------------|----------|
| Return checks (under \$2,500) | \$ 6.00 |
| Return checks (over \$2,500) | \$ 13.00 |
| Telephone Resolution | \$ 5.00 |
| Photo copy | \$ 2.00 |
| Stop pay | \$ 15.00 |

Customized Charges: *TBD

Centralized Account Summary and
Activity Report (TBD)/month
Reconciliation: Issued versus Paid
 (TBD)/month
Daily Reconciliation
 (TBD)/month
*(Amounts To Be Determined-TBD)

Check Stock minimum order
(one thousand sheets):



Check styles (all styles \$50.00 per thousand)

- A. 8 1/2" x 11" cut sheets; containing one check at the top, one payee in the middle, agency at the bottom.
- B. 8 1/2" x 11" cut sheets; containing three checks.
- C. 8 1/2" x 11" continuous form pinfeed; layout with one check at the top, one payee copy in the middle, agency copy at the bottom.
- D. 8 1/2" x 11" continuous form pinfeed; layout with three checks.



Chicago Financial Center
536 South Clark St.
Chicago IL 60605

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CUSTOMER MANUAL

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INTRODUCTION

Description of FedSelect

The Financial Management Service (FMS), a bureau of the Department of the Treasury, has developed a payment instrument, FedSelect Check, for government agencies to use in meeting their payment obligations. FedSelect check will allow the issuing agencies to have the flexibility to issue low volume payments at their locations through the use of a microcomputer that interfaces with the FedSelect Reconciliation System at FMS. FedSelect checks may be used for imprest fund transactions and other "on demand" payment needs, e.g., benefit and vendor payments.

The FedSelect Reconciliation System is a positive payment system. When a FedSelect check is issued, the information is transmitted from the agency's site to FMS. Paid information received from the Federal Reserve Bank (FRB) is compared to the check issue information received from the agency. Should the issue information provided by the agency not match the FedSelect checks presented for payment at the FRB, the checks will be returned through normal banking channels.

- Agencies must be granted authority to issue FedSelect checks by signing a Memorandum of Understanding between the issuing agency and FMS.
- The FedSelect checking account will function like a commercial checking account.
- FedSelect checks will be customized with the agency logo, seal, address and telephone number.
- A FedSelect Help Desk will be available to assist agencies and financial institutions.
- Issuing agencies have the authority to request stop payment of a FedSelect check in cases of lost, stolen or erroneous payments.
- FedSelect checks are negotiable for 90 days following the date of issuance.
- A FedSelect check can be issued for up to \$10,000, however, agencies with justification may receive a waiver to issue checks at a maximum limit of \$25,000.
- Complete audit trails permit tracing of all payment transaction data from the issuing agency's demand deposit account to the FMS' FedSelect Reconciliation System.
- All matters not addressed by FedSelect Check Regulation (31 CFR Part 247), will be governed by the Uniform Commercial Code and Federal Reserve Bank Regulation J and CC.

About Your Customer Documentation

1. Structure (to be developed)
2. Conventions

- To Help you locate and interpret information easily, the FedSelect Manual Of Operations uses consistent visual cues and a few standard text formats. These conventions are as follows:

Visual Cues

You will find the following typographic conventions throughout this guide.

This Represents

bold Anything that you must type exactly as it appears. For example, if you are asked to type `dir \windows`, you would type all the bold characters exactly as they are printed.

italic Place holders for information you must provide. For example, if you are asked to type *Payee Name*, you would type in the name of the payee instead of the words shown in italic type.

[RUN] Words bracketed by right and left brackets indicate the name of a menu selection item to choose or a list selection item to choose in a windows environment.

<OK> Words bracketed by right and left carets indicate the name of a button or icon to be clicked in the windows environment or a named key to be pressed on the keyboard.

KEY1+KEY2 Press two keys at the same time. For example <ALT>+T means to press the Alt Key on the keyboard at the same time as the letter "T".

Training for New Customers

1. Manual This manual will be the primary source of instructions which will be needed to install and operate the FedSelect System. The operational instructions should be read by anyone using the system and should be referred to prior to calling the FedSelect help desk.
2. Demonstration Program The demonstration program will provide a practice area for the users to develop expertise prior to bringing generating live payments on the system.
3. Tutorial (to be developed)
4. On-line Help Desk (to be developed)

GETTING STARTED

Requesting To Become a FedSelect User

1. Telephone Request
 - Call the FedSelect Customer Service Representative at the Chicago Financial Center at (312) 353-2064 and request an Application Package.
 - Call the Customer Assistance Staff at any of the Financial Centers listed below and request an Application Package.
 - Austin Financial Center (512) 482-????
 - Birmingham Financial Center (205) 912-????
 - Chicago Financial Center (312) 353-????
 - Kansas City Financial Center (816) 414-????
 - Philadelphia Financial Center (215) 516-????
 - San Francisco Financial Center (415) 744-????

- Washington Regional Office (202) ???-????
- 2. Written Request - Write to the following address and request a Site Application Package:

Chicago Financial Center
Room 214
536 S. Clark Street
Chicago IL 60605
ATTN: FedSelect Customer Service Representative
- If your agency has not signed a FedSelect Agreement or a reimbursable agreement, your agency will be contacted to determine who should receive the Agency Application.
- 3. Agency Application Package containing the following will be received: to be developed
- 4. Site Application Package containing the following will be received:
 - Form FS-006, Customer Site Application Check List
 - Form FS-007, Site Profile
 - Form FMS 2958, Delegation of Authority (2 copies)
 - Form FMS 210, Designation for Certifying Officers (4 copies)
 - Form FMS 210C, Designation for Check Custodian (4 copies)
 - Form FS-001, System Access Request form (6 copies)
 - FedSelect Fact Sheet
 - FedSelect Brochure
 - FedSelect Manual of Operations Volume 2 Customer Manual

Signing Up

1. Receipt of Application Package & Instructions (additional narrative to be developed)
 - Upon receipt of the Application Package, Determine that all materials checked on the Application Package Check List have been received.
 - Contact the FedSelect Customer Service Help Desk at (312) 353 2064 if you are missing any items.
2. Preparation of the FedSelect Site Profile. (to be developed)
 - Check Stock Selection
 - The following check styles are suitable for use in printers capable of supporting sheet or page feed. This stock is recommended for high or low volume activity where it may be impossible to dedicate a printer specifically for printing FedSelect Checks.
 - Type A - 1 Up Check w/payee and agency (Single Sheet).
 - Type B - 3 Up Check (Single Sheet).
 - The following check styles are suitable for use in printers capable of supporting pin feed. Since pin feed stock generally will remain in the printer, this stock is recommended only when the printer can be maintained in a secure location and can be dedicated to printing FedSelect Checks.
 - Type C - 1 Up Check W/Payee and Agency (Pin Feed Continuous).
 - Type D - 3 Up Check (Pin Feed Continuous).

3. Designation of Authorized Individuals.

- To ensure appropriate control can be exercised over issuance of FedSelect Checks, at least two individuals must be designated to be accountable for specific functions.
 - An Authorized Issuing Officer must be designated to authorize payments to be issued and sign the FedSelect Checks.
 - A Check Custodian must be designated to control and manage check stock.
- Preparation of Delegation of Authority (FMS Form 2958)
 - Individuals delegated authority to designate certifying officers may also designate FedSelect Authorized Issuing Officers and FedSelect Check Custodians without further specification.
 - Authority to designate only FedSelect Authorized Issuing Officers and FedSelect Check Custodians may be delegated to an individual through use of the "Other" box and specifying designation authority being delegated.
 - FMS Form 2958 must be prepared and mailed to FMS as prescribed in 1TFM 4-1100.
- Preparation of Designation for Certifying Officer (FMS Form 210)
 - Individuals must be specifically designated as FedSelect Authorized Issuing Officers utilizing FMS Form 210.
 - The Type of Designation Action box on the FMS Form 210 titled "SF1193, 1193A..." will be checked and information crossed out and the words "FedSelect Authorized Issuing Officer" typed below.
 - Individuals designated as FedSelect Authorized Issuing Officers may also be designated as Certifying Officers.
 - Individuals designated as FedSelect Authorized Issuing Officers may not also be designated as FedSelect Check Custodians.
 - FMS Form 210 must be prepared and mailed to FMS as prescribed in 1TFM 4-1100.
- Preparation of Designation for Check Custodian (FMS Form 210C)
 - FMS Form 210C must be prepared and mailed to FMS as prescribed in 1TFM 4-1100.

4. FedSelect System Access Request Registration/Revocation

- To ensure appropriate control can be exercised over issuance of FedSelect Checks, at least three specific functions are performed requiring different levels of access to the FedSelect System. Two of the functions related directly to the accountable designation. To ensure continued and adequate service levels to your customers, it is recommended that a primary and at least one alternate be designated to perform each function.
- The different functions requiring FedSelect System Access are:
 - Authorized Issuing Officer (AIO) - A Federal employee duly authorized by the head of his or her agency to certify payments by FedSelect checks. For purposes of FedSelect, an employee

who authorizes the payment of public money through FedSelect is an accountable officer. FedSelect Authorized Issuing Officers may not perform functions of FedSelect Cashier or FedSelect Check Custodian.

- FedSelect Cashier - An employee designated by the Authorized Issuing Officer to operate the remote micro computer used to print FedSelect Checks.
- FedSelect Master Cashier - An employee designated by the head of the issuing agency to operate the remote micro computer used to print FedSelect Checks and sign the checks.
- FedSelect Check Custodian - An employee designated by the head of the issuing agency to order, receive, store, issue, inventory, reconcile and dispose of FedSelect check stock.
- Other - Some agencies may require an additional individual to be able to obtain accounting or FedSelect issue information for use in the agencies accounting systems. This individual may require access to data from a number of FedSelect issuing sites.
- The agency must prepare a FedSelect System Access Request Form (CFC Form FS-001) for each individual requiring access to the FMS FedSelect System.
 - Preparation of FedSelect System Access Request Form (CFC Form FS-001).
 - This form is for use in requesting access to the FMS FedSelect System. System Access requests are valid for a period of two years from the effective date. At the end of that period they will expire unless a re-designation is submitted to the Financial Management Service. This form may be used for original designations, re-designations and revocations.
 - Only one individual may be designated access authority or revoked per form.
 - Information on this form must be typed or legibly printed in black or blue-black ink for reproduction purposes.
 - All signatures must be in longhand and contain either full signature or initials and last name, but not both. All signatures must be clearly legible in black or blue-black ink for reproduction purposes.
 - Section I
 - List the Agency, Bureau, Division, Office, Phone number, FedSelect Account Number, Agency Location Code (ALC) and Address of the FedSelect Issuing Site where the access is being requested.
 - If System access is being requested to obtain accounting Issue information for multiple FedSelect Issuing Sites, list the Agency, Bureau, Division, Office, Phone number, Agency Location Code (ALC) and Address of the authorizing office. List the FedSelect Account Numbers for which accounting information will be accessed.
 - Section II
 - Check the appropriate box for type of access being requested. Authorized Issuing Officer (AIO) may not also be granted Cashier or Check Custodian Access. "Other" may be used to designate "Accounting Data Access" for a single or multiple sites.
 - If the Cashier will be signing FedSelect checks, check the box labeled Master Cashier

in addition to the box labeled Cashier.

- ▶ Check the appropriate box to indicate primary or alternate position.
- ▶ Check the appropriate box for "Original Designation" or Re-Designation". Check "Original" if the designee does not currently have a valid access designation on file with the Financial Management Service. Check "Re-Designation" if the designation is being submitted to renew a designation when the designee named in Section III already has a designation on file with the Financial Management Service that is about to expire.
- ▶ For "Effective Date" enter the date that the designation is to be effective on. Designations are good for a period of two years from the effective date.

○ Section III

- ▶ Enter the name and title of the designee.
- ▶ Enter the direct mailing address of the designee. System access forms and materials will be sent to this address.
- ▶ Enter the phone number and personal information of the designee. Personal information will be required to assure identity of the designee if the designee should need telephone assistance operating the FedSelect System.
- ▶ The designee must sign in the box.
- ▶ Designee must sign in the same manner as he/she will be using on future documents to be submitted to the Financial Management Service.

○ Section IV

- ▶ If the form is requesting access for the primary AIO, this section need not be completed.
- ▶ Enter the name and title of the AIO or, for requests for Master Cashiers or for access of information from several FedSelect issuing sites, an individual at the appropriate level in the organization, with designation authority to designate certifying officers or FedSelect Authorized Issuing officers as prescribed in I TFM 4 3500.
- ▶ Enter the address of the approving official.
- ▶ Enter the phone number of the approving official.
- ▶ The approving official must sign in the box.

○ Section V

- ▶ Completion of this section revokes all authority originally delegated, as of the "Effective Date". If partial access authority is to be retained, such as Check Custodian but not Cashier, an additional Access Request form must be received by FMS.
- ▶ Enter the name and title of the revoking official.
- ▶ Enter the address of the revoking official.

- ▶ If there are no discrepancies, sign and date the System Access Information Acknowledgment and send it by facsimile transmission to the phone number at the top of the form.
- Within 24 hours of receipt by FMS of the Acknowledgment of Receipt, the designee's Log in names and temporary password will be activated.
- The designee should Log in to the system at which time, the designee will be required to change his/her password. New PASSWORDS should be chosen carefully.
 - The new PASSWORD should not exceed eight characters in length.
 - Never use names, initials, or nicknames of family members, close friends, pets, etc., even in combination.
 - Never use phone numbers, ID numbers or important personal or historic dates.
 - Your password should be made up by stringing together three syllables, each of which contains one vowel and one or two consonants. An example is "NOMBOSEK", made up from "NOM", "BO", "SEK". The word has no meaning, but is easily remembered.
- Should the designee forget his/her password, the designee should contact the FedSelect Help Desk at (312) 353-2064. The FedSelect Security Administrator will, after confirming identity of the caller provide the designee with another temporary one-time password.

Security

1. Check Stock

- Check Stock must be safeguarded at all times to prevent the possibility of unauthorized use. The initial responsibility and custody for the Fed Select Checks falls to the FedSelect Check Custodian, Designated by and answerable to the agency head.

2. User IDs. and Passwords

- User IDs. and passwords may not be divulged to any unauthorized person(s). If an ID or password is misused or compromised in any way, the Chicago Financial Center's Security Officer must be notified immediately and the ID and Password will be deactivated and reissued to the authorized employee.

Requirements

1. Software

- Windows 3.11 (Windows for WorkGroups), Windows NT Workstation or Windows 95.
 - The customer is responsible for obtaining this software.
- Windows drivers supporting the printer the site will be using.
 - The customer is responsible for obtaining this software.

- FedSelect Applications Software.
 - The installation package consists of 5 installation diskettes.
 - One copy of this manual. Additional copies may be obtained for a nominal fee.
 - The demonstration/practice program consists of 1 installation diskette.
 - FedSelect Applications Software will be provided upon establishment of an account. The charge for this software is included in the monthly base price.

2. Hardware (minimum requirements)

- Printer
 - Any Window's supported printer with sheet feed capability. (i.e. LaserJet, InkJet or Bubble Jet).
- Modem
 - Hayes compatible 14.4 baud
- System
 - 486/66 Mz
 - 8 megabytes of memory
 - Approx 10 megabytes of disk space will be used by the software.
 - Mouse

3. Access Codes

- User ID - Assigned by the FedSelect security administrator for use in accessing the FedSelect system.
- Password - One-time password assigned by the FedSelect security administrator for accessing the FedSelect system. User will be required to change the password upon logging on to the system the first time.

4. Check Stock (~~to be developed~~)

Site Profile

Agency _____

Contact _____

Alternate _____

Tel. _____

FAX _____

Address _____

----- Site Information -----

Information to be printed on Check: _____ Site No. _____

Use Separate sheet for each site.

Name _____

Address _____

Tel. No. _____

| Selected Check Stock Type | | | |
|---------------------------|------------------------------|------------|---------------------|
| Type | Description | Size | Form |
| A | 1-Up Check w/ Payee & Agency | 8.5" x 11" | Single Sheet |
| B | 3-Up Check | 8.5" x 11" | Single Sheet |
| C | 1-Up Check w/ Payee & Agency | 8.5" x 11" | Pin Feed Continuous |
| D | 3-Up Check | 8.5" x 11" | Pin Feed Continuous |

Address to Mail Check Stock:

Other Information:

Name

Telephone Number

Contact Name: _____

Check Issuer: _____
Customer Service Representative for above Telephone No

Primary _____

Alternate _____

Check Signer: _____

Primary _____

Alternate _____

Ck Custodian: _____

Billing ALC _____

Address _____

Printer (type/mod) _____

Monthly Volume _____

Contact _____

Tel. No. _____

Comments:



FedSelect System Access Request Form

SECTION I - AGENCY/ACCOUNT IDENTIFICATION

Agency: _____ FedSelect Account Number: _____
Bureau: _____
Division: _____ Agency Location Code(ALC): _____
Office: _____ Address: _____
Phone: _____

SECTION II - TYPE OF ACCESS REQUESTED

| | PRIMARY | ALTERNATE | ORIGINAL DESIGNATION | RE- DESIGNATION | EFFECTIVE DATE |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------------|
| <input type="checkbox"/> Authorizing Issuing Officer <small>May not also be designated as Cashier or Check Custodian</small> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Cashier <input type="checkbox"/> Master Cashier | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Check Custodian | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Other _____ <small>DESCRIPTION</small> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

SECTION III - DESIGNEE

Name: _____ PERSONAL INFORMATION:
First name Middle Initial Last Name
Title: _____ Mothers Maiden Name: _____
Address: _____ Designee's Date of Birth: _____

Access forms will be sent to this address:
Phone: _____

Signature of Designee

SECTION IV - APPROVING OFFICIAL

Name: _____
First name Middle Initial Last Name
Title: _____
Address: _____

Phone: _____

Signature of Approving Official

SECTION V - REVOCATION

☐ The access of the individual named in Section III is revoked. Effective Date _____

Name: _____
First name Middle Initial Last Name
Title: _____
Address: _____

Phone: _____

Signature of Revoking Official

1. This form is for use in requesting access to the FMS FedSelect System. System Access requests are valid for a period of two years from the effective date. At the end of that period they will expire unless a re-designation is submitted to the Financial Management Service. This form may be used for original designations, re-designations and revocations.
2. Only one individual may be designated access authority or revoked per form.
3. Information on this form must be typed or legibly printed in black or blue-black ink for reproduction purposes.
4. All signatures must be in longhand and contain either full signature or initials and last name, but not both. All signatures must be clearly legible in black or blue-black ink for reproduction purposes.
5. Completed forms should be mailed to the address at the top of the form.

Section I

- List the Agency, Bureau, Division, Office, Phone number, FedSelect Account Number, Agency Location Code (ALC) and Address of the FedSelect Issuing Site where the access is being requested.
- If System access is being requested to obtain accounting issue information for multiple FedSelect Issuing Sites, list the Agency, Bureau, Division, Office, Phone number, Agency Location Code (ALC) and Address of the authorizing office. List the FedSelect Account Numbers or beginning and ending ranges of FedSelect Account Numbers for which accounting information will be accessed.

Section II

- Check the appropriate box for type of access being requested. Authorized Issuing Officer (AIO) may not also be granted Cashier or Check Custodian Access.
- If the Cashier will be signing FedSelect checks, check the box labeled Master Cashier in addition to the box labeled Cashier.
- Check the appropriate box to indicate primary or alternate position.
- Check the appropriate box for "Original Designation" or Re-Designation". Check "Original" if the designee does not currently have a valid access designation on file with the Financial Management Service. Check "Re-Designation" if the designation is being submitted to renew a designation when the designee named in Section III already has a designation on file with the Financial Management Service that is about to expire.
- For "Effective Date" enter the date that the designation is to be effective on. Designations are good for a period of two years from the effective date.

Section III

- Enter the name and title of the designee.
- Enter the direct mailing address of the designee. System access forms and materials will be sent to this address.
- Enter the phone number and personal information of the designee.
- The designee must sign in the box.
- Designee must sign in the same manner as he/she will be using on future documents to be submitted to the Financial Management Service.

Section IV

- If the form is requesting access for the primary AIO, this section need not be completed.
- Enter the name and title of the AIO or, for requests for Master Cashier or access of information from several FedSelect issuing sites, an individual with designation authority to designate certifying officers..
- Enter the address of the approving official.
- Enter the phone number of the approving official.
- The approving official must sign in the box.

Section V

- Completion of this section revokes all authority originally delegated, as of the "Effective Date". If partial access authority is to be retained, such as Check Custodian but not Cashier, an additional Access Request form must be received by hFMS.
- Enter the name and title of the revoking official.
- Enter the address of the revoking official.
- Enter the phone number of the revoking official.
- The revoking official must sign in the box.

Management Control Evaluation Checklist

Function. The function covered by this checklist is the administration of the Purchase Card Program.

Purpose. The purpose of this checklist is to assist Commanders and managers in evaluating the key management controls outlined below. It is not intended to cover all controls.

Instructions. Answers must be based on the actual testing of key management controls (e. g., document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

Test Questions.

- a. Are Card holders, approving officials and certifying officers nominated by the chain of command to the Agency Program Coordinator?
- b. Is there a separation of duties between card holders, approving officials, PBOs and hand receipt holders. For example, prohibited relationships could include be not be limited to: a Card holder cannot be PBO or hand receipt holder, an Approving Official cannot be hand receipt holder, a Certifying Official cannot be card holder and/or accountable officer, or a single individual cannot buy, receive and certify fund availability for purchases.
- c. Has the installation/activity Resource Manager established a fund cite for each Purchase Card?
- d. Has the installation/activity Resource Manager approved monthly purchase limits for Card holders and Approving Officials?
- e. Have adequate funds been committed up-front for each Card holder?
- f. Have Card holders checked mandatory sources of supply before making purchases?

- g. Have Card holders reconciled monthly statement of accounts and forwarded to Approving Officials within 5 work days after the closing date on the account?*
- h. Have Approving Officials forwarded monthly statement of accounts to the paying Finance Offices by the 10th work day after the closing date on the account?*
- i. Have Card holders, Approving Officials and Certifying Officers attended standard Army training on IMPAC procedures before accounts are activated?*
- j. Does the certified Approving Official invoice agree with the card holder's monthly statement of accounts (minus any disputed actions)?*
- k. Does the Finance and Accounting Office make timely payments to Rocky Mountain Bank (i.e. within 23-30 days of the date of invoice receipt by the Approving Official)?*
- l. Are accommodation checks, if used, safeguarded against theft or loss?*
- m. Are accommodation check accounts audited at least quarterly by a disinterested 3rd party?*

Comments: Help to make this a better tool for evaluating management controls. Submit comments to: ATTN SFFM-FCL, 109 ARMY PENTAGON, WASHINGTON DC 20310-0109.

Suggested Request Flow:

1. Activity identifies need for accommodation checks. This must be a recurring need that cannot be fulfilled by using the government purchase card or government travel card.
 2. Activity develops a written justification identifying the type of checking account they want to use (i.e. FEDSELECT or I.M.P.A.C.). The justification should include specific reasons why a "card" option cannot be used for payment and an estimate of the bulk funding amount and administrative cost of the account. Activities must review the pricing options on the I.M.P.A.C. accounts and indicate the one selected on the request.
 3. The request is forwarded to the IMPAC Agency Program Coordinator. Justification is staffed with the activity resource manager who validates the bulk funding amount, determines an appropriate accounting classification, and notes that accounting classification on the application forms. The APC forwards the request to the Commander for his review and approval.
 4. Activity Commander reviews justification and resource requirements and either approves or disapproves the request. The request is then returned to the Agency Program Coordinator.
 5. If approved, the Agency Program Coordinator forwards the request to the Defense Finance and Accounting Service for review and approval. POC at DFAS is Ruth Ann Smith (816) 926-2774 (DSN 465).
- Defense Finance and Accounting Service
Office of Disbursing and Cash Management
1500 East Bannister Street
Kansas City, MO 64197
6. The DFAS has 20 days to respond to the request and may disapprove the request if sufficient justification is not provided. If approved, DFAS will forward applications directly to either the Treasury or the Bank as appropriate. If the activity encloses a self-addressed envelope, DFAS will also send a copy of the approval back to the agency program coordinator.
 7. If approved, the agency program coordinator notifies the requesting activity and the resource manager so bulk obligations can be established for the account.
 8. If disapproved by DFAS, the activity can appeal the decision by sending the request through MACOM channels to:
ODASA(FO)
Attn: SAFM-FOF, Room 3E572
109 Army Pentagon
Washington, DC 20310-0109